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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 2200.2B**Effective Date: March 25,
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Subject: Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information**Responsible Office: Office of the Chief Information Officer**

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Appendix A. List of Acronyms and Definitions of Terms

A.1 Acronyms

ADDS	Automatic Document Distribution Service (a subscription service for NASA Publications)
AIIM	Association for Information and Image Management
ANSI	American National Standards Institute
CASI	See NASA CASI
CD-ROM	Compact Disk-Read Only Memory
CFR	Code of Federal Regulations
CO	Contracting Officer
CP	Conference Publication
CR	Contractor Report
COTR	Contracting Officer's Technical Representative
DAA	Document Availability Authorization (NASA Form 1676)
EAR	Export Administration Regulations
FAR	Federal Acquisition Regulations
GPO	Government Printing Office
IEEE	Institute of Electrical and Electronics Engineers
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
ITAR	International Traffic in Arms Regulations
JCP	Joint Committee on Printing
LCCN	Library of Congress Control Number
NARA	National Archives and Records Administration

NASA CASI	NASA Center for AeroSpace Information
NFS	NASA FAR Supplement
NISO	National Information Standards Organization
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NTIS	National Technical Information Service
NSS	NASA Safety Standard
OIC	Official-in-Charge
OMB	Office of Management and Budget
PDF	Portable Document Format
PMS	PantoneR Matching System
RDP	Report Documentation Page (SF-298)
SBIR	Small Business Innovation Research
SF	Standard Form
SP	Special Publication
STI	Scientific and Technical Information
STRN	Standard Technical Report Number
TM	Technical Memorandum
TP	Technical Publication
TRS	Technical Report Server
TT	Technical Translation
U.S.C.	United States Code
WBS	Work Breakdown Structure

A.2 Definitions of Terms

Accession, Accessioning. The process by which documents are added to the NASA Aeronautics and Space Database.

Authorized Requester. Individual or organizational user properly registered with the NASA CASI to receive STI services and products. (See also User Registration.)

Availability. The degree of authorized access to a given document based on approved distribution limitations.

Copyrighted Document. A document for which the exclusive legal rights under the Copyright Law (right to reproduce, modify, distribute, perform publicly, and display publicly) have been asserted by the author of the work.

Dissemination/Distribution. Dissemination is normally referred to as the process by which STI is transmitted to the user community. Distribution is normally referred to as the transmittal of STI electronically or by hard copy and/or alternative media to authorized users. For the purposes of this NPR, these two terms are used interchangeably. Government distribution or dissemination means, in accordance with OMB Circular A-130, Management of Federal Information Resources, the Government-initiated distribution of information to the public. Dissemination within the meaning of the Circular does not include distribution limited to Government employees or agency contractors or grantees, intra- or inter-agency use or sharing of Government information, and responses to requests for agency records under the Freedom of Information Act (5 U.S.C. 552) or Privacy Act.

Document. An information package that may consist of printed hard copy, alternative media, diskettes, CD-ROM's, or electronic versions.

Document Availability Authorization (DAA). The process by which NASA determines which restrictions, if any, need to be placed on the availability of a document. The form used in this process is NASA Form 1676, DAA, available at

<http://nodis3.gsfc.nasa.gov>.

Duplicating/Copying Facility. Any location having at least one employee operating duplicating/copying equipment on a full-time basis, excluding authorized printing plants.

Export Administration Regulations (EAR). U. S. export control regulations (15 CFR 730-774) administered by the U.S. Department of Commerce that require limited availability for technical data pertaining to commodities, technology, and software listed on the Commerce Control List. NASA STI reports subject to restriction under this regulation often are referred to as EAR documents.

Electronic Dissemination/Distribution. The delivery of information through the use of electronic communications or machine-readable representations of documents or release via the Internet.

Formal STI. Scientific and technical information intended for publication in the NASA STI Report Series (e.g., Technical Memorandum, Conference Publication) or as a professional journal article or presentation for which the NASA STI program maintains responsibility for dissemination and preservation.

Hard Copy. See Paper Copy.

Informal STI. Scientific and technical information not intended for initial publication in the NASA STI Report Series or as a professional journal article or presentation for which the NASA STI program maintains responsibility for dissemination and preservation.

Initial (Primary) Dissemination/Distribution. Dissemination/distribution made by NASA CASI when the document is first published.

International Traffic in Arms Regulations (ITAR). U. S. Export Control Regulations (22 CFR 120-130) that require limited availability for technical data that pertain to commodities, technology, and software listed on the United States Munitions List. NASA STI reports subject to restriction under this regulation are often referred to as ITAR documents.

NASA Center for AeroSpace Information (NASA CASI). The NASA STI program's contract facility that maintains the NASA Aeronautics and Space Database and processes information into it. NASA CASI currently serves as the historical repository of all NASA STI Report Series and as the physical full-text distribution center for these reports.

NASA STI. STI produced by NASA or under NASA funding agreements where NASA has the right to publish or otherwise disseminate the STI. For example, NASA STI includes STI authored by a NASA employee as part of the employee's official duties, STI co-authored by a NASA employee and a non-NASA employee, and STI authored by a NASA contractor or grantee employee where NASA has the right to publish or otherwise disseminate the STI.

NASA STI Report Series. Discrete report designations that characterize NASA and NASA contractor STI reports. The NASA STI Report Series comprises six types of publications: Technical Publication (TP), Technical Memorandum (TM), Contractor Report (CR), Conference Publication (CP), Special Publication (SP), and Technical Translation (TT).

Paper (Hard) Copy. Full-sized reproduction of a document on paper.

Printing. The processes of composition, platemaking, presswork, duplicating, silk-screen processes, binding, microform, and the end items of such processes.

Professional Journals. Scientific, technical, and trade publications produced by professional, technical, and/or academic organizations.

Publication. The process of officially releasing a NASA document for public or restricted access through print, electronic, or alternative media. Also, the resultant Document.

Publicly Available. Availability assigned to STI information for which distribution and use are unrestricted (i.e., unclassified/unlimited).

Report Series. See NASA STI Report Series.

Review paper. A comprehensive review of literature or other research that includes extensive analysis and comparison of the literature or research.

Scientific and technical information. NASA STI is defined as the results (facts, analyses, and conclusions) of the Agency's basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research. Examples include, but are not limited to, technical papers and reports, journal articles, meeting, workshop, and conference papers and presentations, conference proceedings, preliminary or non-published STI, including any of these examples that will be posted to a public website.

Secondary Dissemination/Distribution. Dissemination/distribution by NASA CASI when an approved user or

customer requests a document (dissemination on demand).

Security Classified. Documents containing classified information as defined in NPR 1600.1, NASA Security Program Procedural Requirements, similar regulations, or directives of other Government agencies (e.g., Department of Defense).

Sponsored research report. A report that is sponsored by NASA but performed by another agency (CRSX) or sponsored by another agency but performed by NASA (TMSX).

Subject Division. Specific subject areas used to categorize documents in the collection which are used in the NASA announcement journals, e.g., aeronautics, astronautics, chemistry, and materials. A complete listing of the subject divisions and the subject categories included in each division covered by the NASA Aeronautics and Space Database is provided in Appendix H.

Symposia. Technical conferences, seminars, and similar meetings held by Government agencies, professional societies, universities, or industrial organizations.

Technical Report Server (TRS). A file server that serves as a repository for technical reports.

Trademark. A word or symbol that is used to identify a particular product or service in a way that distinguishes it from other similar products or services. A trademark may be registered.

Trade Name. A trade name, or commercial name, to identify business, product, or vocation.

Technical Monitor. The NASA employee appointed to monitor or manage technical progress, referred to in grant instructions as the Technical Officer. In contract instructions, this employee may be identified as the Project Manager or the Contracting Officer's Technical Representative (COTR).

User Registration. The process by which eligible organizations and individuals become authorized to receive STI services and products from the NASA Center for AeroSpace Information.

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